



Regulations Regarding Class C, Special, Alcoholic Beverage Licenses (One-Day)

Any **NOT-FOR-PROFIT** club, society, or association holding a bona fide event may apply for a Class C, Special License to serve or sell alcoholic beverages.

- To obtain a Class C, Special, Alcoholic Beverage License for a one day event:
 - Visit the LRE website www.montgomerycountymd.gov/dlc-apps to print one,
or
 - Come to the LRE Office located at Department of Liquor Control, Room 203, 16650 Crabbs Branch Way, Rockville, MD 20855,
or
 - Call 240-777-1989 to have an application mailed to you
- **Applications must be submitted at least 14 days in advance of the event.**
Applications can be mailed or hand delivered to the LRE Office.
- A license is required anytime the cost of a ticket includes the price of the alcoholic beverage, or you are having a cash bar at your function, or a donation for attendance at the event is solicited or required.... *basically, anytime there is a fee associated with an event.*
- Non-profit status must be verified by the LRE Office prior to the issuance of the Class C, Special, Alcoholic Beverage License. Please submit along with this application, a copy of your "letter of determination" that was issued to your tax exempt non-profit organization from the IRS. In order to receive a "letter of determination" you need to file with the Internal Revenue Service (IRS). Please contact the IRS at 1-800-829-3676.
- One-day applications must have the applicant's signature notarized and the property owner or their representative needs to sign the application.
- Applications will be ready to pick up immediately following board approval at hearing, which are held on the first and third Thursday of each month.
- Fees: \$30.00 per day for beer and wine, and \$60.00 per day for beer, wine, and liquor. Payment is due when your license is picked up. Checks, cash and charge accepted.

Q&A's

Where to get alcohol for event:

All alcohol sold or served on the premises for which the Class C, Special License is issued, must be purchased directly from Montgomery County Department of Liquor Control Warehouse and/or one of its dispensaries. Please visit www.montgomerycountymd.gov/dlc or call 240-777-1989 for further information and location of stores.

Persons are prohibited to bringing their own alcohol to the event. The "Rules and Regulations Governing the Sale of Alcoholic Beverages in Montgomery County", Section 6.3 states, in pertinent part: . . . it will be unlawful for any person to consume on the licensed premises of any licensee any alcoholic beverages not purchased from the licensee on the said premises . . .

Kegs:

Kegs must be purchased from the Department of Liquor Control Warehouse and/or dispensaries, or any off-sale beer and wine licensee located within Montgomery County, Maryland. All kegs purchased and consumed at such non-profit events must be in compliance with the State of Maryland/Montgomery County keg registration requirements.

Are alcohol donations allowed for 1-day event?

The Board has had many inquiries regarding suppliers or wholesales donating alcoholic beverages for events. All alcoholic beverages must be purchased in accordance with the information outlined in the previous paragraphs. However, the supplier may make a monetary contribution to the charity in the amount of monies necessary to purchase the alcohol.

Supply and Delivery:

It is against Maryland State Law for the suppliers or wholesalers to supply and/or deliver product to the special licensees. Please do not ask them to do so. If you have any questions regarding the Class C, Special License please call the LRE Office at 240-777-1989 or email dlc@montgomerycountymd.gov.

Is a security plan necessary?

A security plan is required for all outdoor events and any other event expecting 300 or more attendees. The security plan should include:

- An alcohol service plan
- Alcohol policies relating to under 21 alcohol use prevention & responsible sales
- Food menu
- Security patrol/officers if necessary